

SHOW FILES

File 16:Gale Group PROMT(R) 1990-2003/Jun 19
 (c) 2003 The Gale Group
 File 47:Gale Group Magazine DB(TM) 1959-2003/Jun 16
 (c) 2003 The Gale group
 File 148:Gale Group Trade & Industry DB 1976-2003/Jun 18
 (c)2003 The Gale Group
 ?

Set	Items	Description
S1	0	((URL URLS) (5N) (DATABASE OR FILE OR RECORD))
S2	1850	((URL?) (5N) (DATABASE OR FILE OR RECORD))
S3	729	((DATABASE) (5N) (URL?))
S4	398	S3 NOT PY>1999
S5	16	S4 AND (URL? (5N) (STORE OR STORES OR VENDOR OR VENDORS OR MERCHANT OR MERCHANTS))
S6	1375	(PROFILE (4N) (MERCHANT? OR VENDOR?))
S7	3	S6 AND (URL? (5N) PROFIL?)
S8	900	(LINK () MANAGEMENT)
S9	83	URL () DATABASE
S10	26	S9 NOT PY>1999
S11	18	RD (unique items)
S12	0	(CREAT? MAINTAIN? ESTABLISH?) (5N) DATABASE
S13	42862	(CREAT? OR MAINTAIN? OR ESTABLISH?) (5N) DATABASE
S14	2373	S13 AND ((LINK? OR HYPERLINK? OR URL?) (5N) DATABASE)
S15	828	S14 AND ((USER? OR CLIENT?) (6N) (CREAT? OR MAINTAIN? OR E- STABLISH?))
S16	1	S15 AND ((VENDOR? OR MERCHANT?) (5N) (URL? OR HYPERLINK?))
S17	720	S15 NOT PY>1999
S18	21	S17 AND ((INSERT? OR INPUT?) (5N) (URL? OR LINK? OR HYPERL- INK?))

?

L Number	Hits	Search Text	DB	Time stamp
-	30964	(haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) and (profile profiles behavior trend trends)	USPAT; EPO; DERWENT	2003/06/17 23:09
-	5429	((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) and (profile profiles behavior trend trends)) and (internet or online or website or web or e-commerce)	USPAT; EPO; DERWENT	2003/06/17 23:09
-	3026	((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) and (profile profiles behavior trend trends)) and ((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) same (profile profiles behavior trend trends))	USPAT; EPO; DERWENT	2003/06/17 23:11
-	148	((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) and (profile profiles behavior trend trends)) and ((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) same (profile profiles behavior trend trends))) and 705/\$.ccls.	USPAT; EPO; DERWENT	2003/06/17 23:11
-	740	((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) and (profile profiles behavior trend trends)) and ((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) near7 (profile profiles behavior trend trends))	USPAT; EPO; DERWENT	2003/06/17 23:11
-	42	((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) and (profile profiles behavior trend trends)) and ((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) near7 (profile profiles behavior trend trends))) and 705/\$.ccls.	USPAT; EPO; DERWENT	2003/06/17 23:16
-	20	((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) and (profile profiles behavior trend trends)) and ((haggle haggling haggles negotiate negotiating negotiates negotiated offer counteroffer) near7 (profile profiles behavior trend trends))) and ((profile profiles behavior questionnaire) near8 (vendor vendors seller sellers retailer retailers merchant merchants site))	USPAT; EPO; DERWENT	2003/06/17 23:17
-	196	(profile near7 (merchant or vendor or vendors merchants sellers seller retailer retailers))	USPAT; EPO; DERWENT	2003/06/18 19:06
-	23	((profile near7 (merchant or vendor or vendors merchants sellers seller retailer retailers))) and (profile near7 (address addresses url urls))	USPAT; EPO; DERWENT	2003/06/18 19:07
-	1054	(merchant or vendor or seller or retailer) near7 (profile or file or record)	USPAT; EPO; DERWENT	2003/06/19 14:07
-	584	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address number id url) near7 (profile or file or record))	USPAT; EPO; DERWENT	2003/06/19 13:22

-	251	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file or record))	USPAT; EPO; DERWENT	2003/06/19 13:50
-	33	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file or record)) and (705/26.ccls.)	USPAT; EPO; DERWENT	2003/06/19 13:43
-	184	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file))	USPAT; EPO; DERWENT	2003/06/19 14:07
-	30	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file)) and (negotiate negotiating negotiates negotiated)	USPAT; EPO; DERWENT	2003/06/19 14:10
-	172	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file)) and (purchase purchasing order ordering orders buy buying buys)	USPAT; EPO; DERWENT	2003/06/19 14:06
-	97	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file)) and (purchase purchasing order ordering orders buy buying buys) and ((merchant or vendor or seller or retailer) same (purchase purchases purchasing purchases buys buying ordering))	USPAT; EPO; DERWENT	2003/06/19 14:07
-	42	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file)) and (purchase purchasing order ordering orders buy buying buys) and ((merchant or vendor or seller or retailer) same (purchase purchases purchasing purchases buys buying ordering)) and ((address link url) near7 (merchant or vendor or seller or retailer))	USPAT; EPO; DERWENT	2003/06/19 14:08
-	10	((merchant or vendor or seller or retailer) near7 (profile or file or record)) and ((address link url) near7 (profile or file)) and (purchase purchasing order ordering orders buy buying buys) and ((merchant or vendor or seller or retailer) same (purchase purchases purchasing purchases buys buying ordering)) and ((address link url) near7 (merchant or vendor or seller or retailer)) and (negotiate negotiating negotiates negotiated)	USPAT; EPO; DERWENT	2003/06/19 14:11
-	8	"merchant profile"	USPAT; EPO; DERWENT	2003/06/19 14:13
-	2045	(access accessing link linking accessed accesses links) near8 (merchant merchants vendor vendors seller sellers)	USPAT; EPO; DERWENT	2003/06/19 14:16
-	302	((access accessing link linking accessed accesses links) near8 (merchant merchants vendor vendors seller sellers)) and ((record save memory database) near8 (link links hyperlink hyperlinks url urls))	USPAT; EPO; DERWENT	2003/06/19 14:17

-	276	((access accessing link linking accessed accesses links) near8 (merchant merchants vendor vendors seller sellers)) and ((save memory database) near8 (link links hyperlink hyperlinks url urls))	USPAT; EPO; DERWENT	2003/06/19 14:17
-	273	((access accessing link linking accessed accesses links) near8 (merchant merchants vendor vendors seller sellers)) and ((memory database) near8 (link links hyperlink hyperlinks url urls))	USPAT; EPO; DERWENT	2003/06/19 14:17
-	219	((access accessing link linking accessed accesses links) near8 (merchant merchants vendor vendors seller sellers)) and ((database) near8 (link links hyperlink hyperlinks url urls))	USPAT; EPO; DERWENT	2003/06/19 14:17
-	200	((access accessing link linking accessed accesses links) near8 (merchant merchants vendor vendors seller sellers)) and 705/26.ccls.	USPAT; EPO; DERWENT	2003/06/19 14:17
-	15	((access accessing link linking accessed accesses links) near8 (merchant merchants vendor vendors seller sellers)) and 705/26.ccls.) and (automatically near3 (link links linking linked))	USPAT; EPO; DERWENT	2003/06/19 14:28
-	223	library near8 (vendor vendors merchant merchants)	USPAT; EPO; DERWENT	2003/06/19 14:23
-	53	(library near8 (vendor vendors merchant merchants)) and ((link links url urls) same library)	USPAT; EPO; DERWENT	2003/06/19 14:23
-	22	(library near8 (vendor vendors merchant merchants)) and ((link links url urls) near8 library)	USPAT; EPO; DERWENT	2003/06/19 14:25
-	1969	((link links url urls) near8 library)	USPAT; EPO; DERWENT	2003/06/19 14:27
-	9	((link links url urls) near8 library)) and 705/26.ccls.	USPAT; EPO; DERWENT	2003/06/19 14:25
-	837	((link links url urls) near8 library)) and (internet online website (web adj site) e-commerce)	USPAT; EPO; DERWENT	2003/06/19 14:27
-	203	((link links url urls) near8 library)) and (internet online website (web adj site) e-commerce)) and (purchase purchasing purchased buy buying)	USPAT; EPO; DERWENT	2003/06/19 14:28
-	12	((link links url urls) near8 library)) and (internet online website (web adj site) e-commerce)) and (purchase purchasing purchased buy buying)) and (automatically near3 (link links linking linked))	USPAT; EPO; DERWENT	2003/06/19 14:30
-	3517	database near5 (link links url urls)	USPAT; EPO; DERWENT	2003/06/19 14:31
-	650	database near5 (url urls)	USPAT; EPO; DERWENT	2003/06/19 14:44
-	22	(database near5 (url urls)) and ((merchant merchants vendor vendors) near5 (url urls))	USPAT; EPO; DERWENT	2003/06/19 14:44
-	213	record near5 (url urls)	USPAT; EPO; DERWENT	2003/06/19 14:44
-	5	(record near5 (url urls)) and ((merchant merchants vendor vendors) near5 (url urls))	USPAT; EPO; DERWENT	2003/06/19 14:44

TS18/9/13

18/9/13 (Item 3 from file: 148)

DIALOG(R) File 148:Gale Group Trade & Industry DB
(c)2003 The Gale Group. All rts. reserv.

09211821 SUPPLIER NUMBER: 18964898 (THIS IS THE FULL TEXT)
Incorporating the intranet with Microsoft's Office 97. (excerpt from a white paper) (Product Information) (Transcript)
Computer Reseller News, n714, p147(3)
Dec 9, 1996
DOCUMENT TYPE: Transcript ISSN: 0893-8377 LANGUAGE: English
RECORD TYPE: Fulltext; Abstract
WORD COUNT: 3772 LINE COUNT: 00312

ABSTRACT: Microsoft's Office 97 integrated software is designed to let users easily create and analyze information for use on intranets. One of the most attractive features of the Internet is the ability to navigate files simply by clicking on hyperlinks to move to a new document and clicking on arrows to go forward and backward. Office 97 echoes this ability with the Insert Hyperlink function, which allows users to add and modify hyperlinks between Office documents. The Office modules all share a Web toolbar that resembles a typical Web browser. The Office FindFast function has been updated to Web FindFast in Office 97, allowing users to search Office and HTML documents across a server or group of servers. Users create FindFast searched by searching on keywords. The Office suite integrates well with standard browsers and allows users to see and create HTML documents. Other tools include the Outlook desktop information manager.

TEXT:

Editor's Note:The value of the intranet lies in the relevance and quality of the information it contains. The following is an excerpt from a White Paper by Redmond, Wash.-based Microsoft Corp. on Microsoft Ofce 97 and the intranet.

ntranets apply the simple but powerful navigation paradigms of the Internet to corporate LANs. Intranets help users to seamlessly share and analyze information, collaborate more effectively and easily find information.

On the Internet, there are relatively few people who create content for a very large audience. Publishing is their business and cool presentation is their product, so they are willing to invest the time and effort it takes to learn and use specialized tools. In contrast, most users on intranets are not "Webmasters," but rather business users who need to create and analyze information. Presentation is important but secondary. Their goal is to get their job done.

The true value of an intranet, however, lies in the relevance and quality of the information it contains. Users must be able to create information for the Web as easily as they do today for printing.

With Office 97, we've incorporated Web functionality based on Internet standards into each application to enable end users to take full advantage of intranets. We combine the best of the Web with the best desktop productivity tools to provide an easy way for users to go beyond simple viewing and help create, edit and analyze information for effective communication.

CUSTOMER RESEARCH

While conducting research at hundreds of customer sites, we identified a number of common scenarios relating to the consumption and distribution of information. Underlying each scenario was the realization that the primary product for most information workers is often delivered in the form

of memos, proposals, budgets, financial analysis, product presentations or customer service and support documents. Each requires some combination of content creation, analysis, data access, collaboration and publishing.

CONTENT CREATION

Easy-to-Use Tools:End users need to have easy-to-use applications that help them get their job done quickly and efficiently. In addition, these tools must be adept at integrating data from other desktop applications as well as the rest of the enterprise.

Frequent Updates:Some documents, by their very nature, require frequent revisions and updating. Some examples include a list of products and prices, business plans or design specifications for a new product under development.

ANALYSIS AND DATA ACCESS

Financial Analysis:Once information is created, it is analyzed in many ways. It may be reused in additional published information or in making business decisions. For example, a sales report that is published by the finance department may be used by marketing for deciding what market to target next. Thus, the tools need to be powerful and flexible for a wide array of user needs.

Powerful Relational Databases:Much of the most important information for many organizations is stored in database applications. This information has to be easily accessed by users at the desktop level for analysis and effective decision making.

TOP COLLABORATION

Collaborative Authoring:Often, several authors will work together to create one document. Examples include any document that is quite long, product specifications, budgets and any type of list.

Content Review:It is very common for peers or managers to review many documents before the author publishes them in a final version.

PUBLISHING

Widespread Dissemination:Once created, there is a lot of corporate information that needs sharing widely within an organization such as product information, human resources policies, customer relations information or a company phone book. Users want to use the same tools to create these documents whether one user or 1,000 users will access them.

Ad-hoc Content Distribution:In addition to the traditional publishing metaphor just described, there are many situations where users will publish a document for review and feedback. This is closely tied to collaboration and content review.

While many documents still are created for eventual printing on paper, many now also are being published online CD-ROM, the intranet or on the World Wide Web. Presentations are distributed in an increasing variety of formats, such as 35mm slides, paper, presented electronically or on the Web via HTML or a plug-in. Users want to have one tool which enables them to publish in multiple formats.

Navigation:Once published, users spend a lot of time just locating key information and may even spend more time trying to find related documents created in other groups. This effectively limits this size of the audience for the publication.

ROLE FOR DESKTOP APPLICATIONS

Information Creation and Consumption Cycle:The heart and soul of the intranet is up-to-date, relevant information. Thus, the key to a successful intranet is to provide users with the best tools for creating and consuming information found on an intranet.

The typical knowledge worker operates in the context of the information creation and consumption process. Their primary product is new information which contributes to the collective corporate knowledge base of information. For example, a knowledge worker gathers information from many sources, perhaps from the Internet, corporate databases or a Word document on the LAN. As this information is collected and analyzed, the user begins

to create new content using familiar tools like Microsoft Office. In some cases, this creation process involves several people, and content is developed collaboratively. Once this information is distributed, others can access it and use it to drive other cycles of information consumption and creation.

Intranet solutions provide an infrastructure for distribution and access to information with powerful searching, linking and navigation tools. This combined with the industry leading tools that people already know for content creation, analysis and collaboration, Microsoft Office, provides a powerful solution for organizations deploying intranets.

Using HTML and Office Documents on an Intranet: We believe organizations will build intranets that combine HTML and Office documents to create rich webs of information. With this in mind, Office 97 is designed to provide users and organizations with the same easy-to-use tools for creating HTML and Office documents.

As organizations develop their intranets they will select the specific technology that best addresses their needs. HTML provides an effective solution for broadcasting information across disparate platforms. For example, many organizations use HTML to distribute company policy manuals, directories or product information forms.

On the other hand, native Office document formats are designed for distributing rich information that frequently changes and is developed collaboratively—for example, a team of individual contributors developing a business plan with detailed schedules and financial analysis. Features such as annotations, revision marking, versioning and simultaneous editing are critical in this scenario, Office also is designed to effectively handle the printed distribution of that document.

Office documents are optimized to enable users to perform ad-hoc analysis, with access to data that resides in multiple locations and formats across the enterprise. We designed Microsoft Office to be flexible and robust for creating content in either Office or HTML format.

WEB TECHNOLOGIES

The navigation metaphor of the Internet is one of its greatest attractions over traditional file systems. Click on a hyperlink to go to another document. Click on back arrow to backtrack. Click on forward arrow to advance and so on. Further, it enables users to locate specific information with searching capabilities across multiple servers. In addition, users can link to related sources of information that the user may have never known existed. They simply follow the hyperlink to related information. Microsoft has integrated these technologies into each Office 97 application file format so users can realize the benefits of the Web as well as Office.

HYPERLINKS

Most documents do not exist in a vacuum—they are part of a history or a group of related files. Providing hyperlinks between documents makes it easier for the reader (or author) to easily access related information. For example, the specification for a new bike might include hyperlinks to the descriptions of individual parts that make up the bike. Or, an Annual Report distributed online as a Word document could have hyperlinks to a Microsoft Excel spreadsheet containing the year-end balances so users can do their own detailed analysis.

The Insert Hyperlink dialog is shared across all Office 97 applications. Office 97 includes a simple dialog box that is shared across all Office applications to make it easy for any user to create and edit hyperlinks. These hyperlinks can go virtually anywhere—to other Office documents, HTML documents or any file with a recognized address via fully qualified path, URLs, UNC's or FTP. Office 97 users can attach a hyperlink to a variety of objects including: text, graphics, OLE objects, tables, presentation slides, spreadsheet cells and custom database form fields.

WEB TOOLBAR

To make it easier for users to navigate hyperlinks between documents, the Office Web toolbar is shared across Word 97, Microsoft Excel 97, Microsoft Access 97 and PowerPoint 97 applications. The Office Web toolbar is very similar to standard Web browsers with common buttons for navigating forward, backward and to the home page. A search page button lets users to do full content index searching. A drop down list box allows the user to type in a URL or file location and even tracks the most recently visited sites. Similar to the File Open dialog in Office, there is a Favorites location for easy access to your most often visited sites. Rounding out the rest of the toolbar are: one click access to creating your own hyperlinks and a button that optimizes the screen for online document viewing.

THE OFFICE WEB TOOLBAR

Microsoft Office for Windows 95 introduced FindFast technology to perform content indexing and searching on Office documents stored on a users local hard drive or a network drive. Office 97, extends FindFast technology with the introduction of Web FindFast, which performs full content indexing and searching on both HTML and Office documents across an entire server or group of servers.

The user experience is similar to using an Internet search engine such as Lycos or Alta Vista. The user navigates to a search page and types in the keyword and clicks Search. This triggers the submission of the search to the server, which returns the search results in an HTML page. The search page contains document properties, such as the title, author, a brief summary of the document or other standard properties. A hyperlink for each document also is provided in the list so it can be opened immediately.

In addition, administrators can easily create a catalog of saved documents at regular intervals. Users can peruse this catalog, looking for particular subjects or new documents.

WEB-BROWSER INTEGRATION

Microsoft Office was designed to seamlessly integrate with the most common Web browsers like Netscape Navigator, Microsoft Internet Explorer and N.C.S.A. Mosaic via a technology called ActiveX documents.

ActiveX documents enable container applications, such as a Web browser, to open native Office files in place. ActiveX document technology provides users with navigation capabilities of their Web browser combined with the ease and flexibility of Microsoft Office, complete with toolbars and menu commands. For example, someone could open a Microsoft Excel worksheet with a Pivot Table and manipulate that data using all the power of Microsoft Excel.

MICROSOFT EXCEL SPREADSHEET AS AN ACTIVE DOCUMENT IN MICROSOFT INTERNET EXPLORER

The integration between Microsoft Office and Microsoft Internet Explorer is particularly tight, ensuring a seamless browsing experience. The products are designed with consistent toolbars, caches, favorites lists and history.

OFFICE FILE VIEWERS

To make it easy for all users to navigate to and share Office documents, Microsoft provides freely distributable file viewers for Word, Microsoft Excel and PowerPoint. These viewers enable users to view and print Office documents with the same fidelity as the full applications (without requiring the applications to be installed). They also expose certain application features like document views in Word or AutoFilter in Microsoft Excel. Office viewers are available for 16-bit Windows, 32-bit Windows and the Macintosh.

EASILY CREATE HTML CONTENT

Microsoft Office is designed to provide the flexibility to publish information in a variety of formats. Every Office 97 application provides built-in support for viewing and creating HTML. Now, users can create rich content for the Internet and the intranet using the tools they are most familiar with-32-bit Windows versions of Internet Assistant are available

for all of the Office 95 applications.

Microsoft Access Publish to the Web Wizard allows users to move their existing LAN database solutions to their intranet with a few clicks of the mouse. Most database forms are converted to HTML and linked to the Access database residing on Windows NT Internet Information Server. Users now have the ability to seamlessly query, input and update the data residing in the database from any browser.

OFFICE TECHNOLOGIES

Microsoft Office applications have consistently led the market in ease of use through the implementation of IntelliSense technology. Using IntelliSense technology, Microsoft Office applications understand the context of an end user's actions, recognize the user's intent and automatically produce the correct result. IntelliSense features fall into three main categories.

Automating Routine Tasks: Let Word check your spelling errors in the background as you work or let AutoComplete in Microsoft Excel enter data for you based on the entries in that column.

Simplifying Complex Tasks: Use the Database Wizard in Microsoft Access to assist you in creating your database or the Presentation Conferencing Wizard in PowerPoint to present your presentation across your network for a "virtual meeting."

Personalized Software and Enhanced Discoverability: With screen tips in the Office applications, users don't have to wonder how to use any element of the user interface. The TipWizard assistant in Microsoft Excel and Word gives you tips on more efficient ways of accomplishing your tasks, but learns from you and does not keep giving you the same tips.

ANALYSIS AND DATA ACCESS

Microsoft Excel, Microsoft Access and Microsoft Project, the primary analysis tools in the Office family, have won award after award for their analysis capabilities. A sampling of these includes:

PivotTable Views: Create custom reports on the fly by dragging and dropping the fields in a PivotTable. The data for a PivotTable view can come from a Microsoft Excel workbook or any ODBC database such as SQL Server, Microsoft Access or legacy mainframe data. This feature eliminates the need for custom reports.

Web Queries: Not only can you query data from any ODBC database from within your organization, but with Web Queries in Microsoft Excel 97, you can query data hosted on the World Wide Web. Query a database of demographic information and then analyze it in Microsoft Excel to determine if you are targeting the right market.

Relational Databases: Microsoft Access is a powerful easy-to-use database management system, allowing end users to create simple databases and IS professionals to create full fledged database applications.

Project Management: Microsoft Project is part of the Office family of applications, using IntelliSense technology to make project management easy. Analyze how long it will take to complete a project, what affects schedule changes will have on the projected completion date or how your resources are being used.

COLLABORATION

One of the most powerful uses of the intranet is collaboration. Office 97 provides the richest set of tools for collaboration, making it as easy as opening a document and going to work.

Shared Documents: Providing collaboration features is a common request among Office users. Now, Microsoft Excel 97 makes it easy for two or more users to edit the same document simultaneously.

The Share Workbook dialog in Excel 97: From our customer visits, we learned that collaboration had to be easy enough for any user. All the user has to do is click a single check box to share a document or a workbook. In addition, Office 97 provides many rich tools to track and review changes in a document.

Revisions:Track all changes to a file with color coded revision marks, per user. In Microsoft Excel, a color border appears around a cell, while in Word the text is a different color or has special formatting like underlining or strike through.

Conflict Resolution:Changes to the same exact data are tracked, giving the owner the ability to roll back changes they do not agree with.

Merging Files:Many people distribute documents through E-mail and will continue to do so. With the ability to merge files, you can bring everyone's versions back together into one file.

Review Toolbar:Use this consistent toolbar to navigate through all revisions and comments and decide which changes to accept and which to reject.

INTERNET MESSAGING AND COMMUNICATION

New to Microsoft Office is Microsoft Outlook, a desktop information manager, an innovative product enabling users to organize their electronic mail, calendar, contacts, tasks, documents and files in a single, integrated environment. Outlook also helps a user share information with others via Microsoft Exchange public folders, electronic forms, groupware and Internet connectivity.

Communication:Outlook makes it easy for users to communicate internally or externally using Microsoft Exchange Server or Microsoft Mail server. Outlook's support for POP3 and SMTP enables users to communicate directly over the Internet. In addition, Microsoft Outlook automatically creates hyperlinks for any URL or public folder address contained in an E-mail message or any other Outlook item.

Group Scheduling:Outlook makes it easy to schedule meetings with everyone in your organization or even with external users on the Internet. Outlook users also can assign tasks across the Internet and be notified automatically when any updates to the task have occurred or the task has been completed. These features extend the user's ability to manage projects and resources beyond their workgroup on the intranet and the Internet.

Integration with Public Folders:You can publish calendars, contact lists or project task lists in a public folder. Administrators can create specialized views of the task, contact, schedule or journal information in a public folder, and each user also can create their own personalized views of this shared information.

WORKFLOW SOLUTIONS

Similar to Microsoft Exchange, Outlook has the ability to create forms, but, with a number of important distinctions. Using the earlier described ActiveX document technology, forms in Outlook can contain Office documents or templates. For example, a Microsoft Excel expense report template can be included in an Outlook form.

ADMINISTRATOR TECHNOLOGIES

From an administrator's point of view, one of the best things about a Web utilizing Office 97 technology is that it builds upon the infrastructure and technologies already implemented in many organizations. For example, most organizations are already using Microsoft Office and they have thousands of Office documents on network servers that leverage an existing security scheme.

Security:One issue that concerns many organizations developing intranets is balancing the requirements for security at the enterprise level with the free flow of information and collaboration at the desktop. Often organizations address this issue by separating their companywide and departmental intranets.

Typically, companywide intranet sites are managed by the IS department with a formal security structure, limiting most users to read-only access to information. In addition, many organizations institute formal content publishing procedures where only a select group of Webmasters are allowed to add or modify content on the intranet. At the workgroup or departmental level, intranet sites are more or less ad-hoc collections of information

and documents being developed collaboratively. These sites are generally less structured and may not be rigorously managed by the IS department.

WEB CREATION

Designed for nonprogrammers, yet robust enough even for experienced intranet site developers, the Microsoft FrontPage Web authoring and management tool is the fast, easy way to create and manage professional-quality Web sites. With easy-to-use tools such as WYSIWYG editing, wizards to step you through the creation of your intranet site and integration with Microsoft Office, it has never been easier to publish a Web. Microsoft FrontPage capabilities include:

Authoring Tools:The Microsoft FrontPage Editor enables users to create and edit Web pages without knowing HTML and it supports the latest standards. Working with graphics is easy with automatic conversion to GIF or JPEG format and the creation of hot spots with the click of a mouse. Wizards and templates help you generate entire Web sites or individual pages automatically.

Site Management:The Microsoft FrontPage Explorer gives you intuitive views of your complete Web site. If you move or rename a hyperlink, Microsoft FrontPage will automatically recalculate all affected links. In addition, multiple team members can work on the site simultaneously. Integration with Office 97 Include Office 97 documents in your Web site and manage them with Microsoft FrontPage just as HTML documents are. Manage links between Office 97 documents or double-click on them, and Microsoft FrontPage will launch the appropriate application rather than the Microsoft FrontPage Editor.

Client/Server Flexibility:Security features, including encryption, assigned Web access rights and support of proxy servers insure collaboration and keep unauthorized visitors from modifying your Web site. Microsoft FrontPage Server Extensions allow Microsoft FrontPage to work with leading Web servers or use the Microsoft FrontPage Personal Web Server to publish and test a Web site on your own PC.

SUMMARY

Businesses around the world have been investing in personal computers, networking and training for more than a decade so they can create and share information easily. The intranet is the another piece of the puzzle that help organizations get more out of their investment. By combining the best of the Web with the best creation, analysis and collaboration tools, your organization will be able to reap the full rewards of an intranet. The new capabilities in Office 97 simply build on the existing infrastructure, providing an evolutionary path for to intranet solutions with revolutionary results.

COPYRIGHT 1996 CMP Publications Inc.

SPECIAL FEATURES: illustration; photograph

COMPANY NAMES: Microsoft Corp.--Products

INDUSTRY CODES/NAMES: CMPT Computers and Office Automation; BUSN Any type of business

DESCRIPTORS: Integrated software--Design and construction; Computer software industry--Products

PRODUCT/INDUSTRY NAMES: 7372490 (Applications Software Pkgs NEC (Micro))

SIC CODES: 7372 Prepackaged software

TICKER SYMBOLS: MSFT

TRADE NAMES: Microsoft Office 97 (Integrated software)--Design and construction

FILE SEGMENT: CD File 275

?